



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 42114

DATE: August 10, 2017

TITLE: Office Assistant, Opt 2 (2 positions)
OFFICE: Region 1/District 1/Bureau of Construction
CONTRACT: AFSCME – RC014

*** INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

BRIEF DESCRIPTION OF DUTIES: Under the general supervision of the Administrative Control Manager, performs a wide variety of difficult and responsible secretarial and clerical duties for section personnel. Performs complex typing, filing, record processing and general offices support functions including, but not limited to, technical forms, statistical reports, letters, memorandums, legal documents and other written correspondence.

TRAINING & EXPERIENCE: Opt 2 requires the ability to type 30 wpm. Requires knowledge, skill and mental development equivalent to completion of high school and one year of office experience. Requires working knowledge of office practices, procedures and programs. Requires knowledge of grammar, spelling and punctuation and ability to follow oral and/or written instructions.

UNIT: Construction Services
LOCATION: 201 W. Center Ct, Schaumburg, IL
SHIFT: 8:00 A.M. – 4:15 P.M. (45 minute lunch) Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-6
SALARY RANGE: \$2,782 - \$3,781
CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

SUBMIT BID TO: Illinois Department of Transportation, Bureau of Personnel Management,
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764
Fax: 217/557-3134 or Email to: DOT.CO.BPM.EmploymentApplications@illinois.gov

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, August 24, 2017

POSTED FROM: August 11, 2017 **TO:** August 24, 2017

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.

Deanna Taylor